

29 November 1960

MEMORANDUM FOR: SSA/DDS

SUBJECT : Forwarding of Records Material to Headquarters
for Retention and Eventual Destruction

1. The final paragraph of [redacted] is quoted below:

"As a final note, several of the finance files carry a suggested retention period of from 2 to 3 years. We are aware of legal requirements pertaining to their retention, but is there any reason why they cannot be sent to headquarters after a shorter period of time until eligible for destruction? Considerable safe space is utilized to store this type of paper. Any guidance you can offer relative to this matter would be appreciated."

2. Please advise if your Staff or the Finance Division would have any objection to having such "legal record" material forwarded to headquarters for retention at the Records Center until such time as it can be properly destroyed. If it would be convenient to cover all legal record material over which the Support offices hold final record responsibility in your reply, including desired field retention periods, we could then put out a Field Notice on the subject which might help considerably in reducing field station records inventories. I am attaching [redacted]

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[redacted]
DD/P Records Management Officer

Attachment:
As Stated